

# **PROGRAM ASSISTANT - LIBRARY**

FLSA Status – Non-Exempt

EEO Code – F/Office and Clerical

Class Code – E643

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## **GENERAL DESCRIPTION OF THE DUTIES**

The Library Program Assistant helps Library staff in the Children's Room during the Library Summer Reading Program. Primary duties include assisting with recruiting, scheduling, training, motivating, and supervising teen volunteers.

## **SUPERVISION RECEIVED**

This position works under the immediate supervision of the Librarian III - Children's Library supervisor, and work is coordinated by the Librarian I – Children's Programming.

## **SUPERVISION EXERCISED**

Supervision of teen volunteers is a normal responsibility of this position.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Assists with recruitment, scheduling, and supervising tasks of the teen volunteers for the Summer Teen Volunteer program.
2. Assists Children's Library staff with summer reading program activities.
3. Communicates with Library supervisors regarding the Teen Volunteer schedules and tasks.
4. Assists in signing up children for the Library Summer Reading Program and computers in the Library Children's Room.
5. Reads stories out loud to children.
6. Conveys the Summer Reading message accurately to community members.
7. Organizes and leads weekly staff meeting for teen volunteers.
8. Sets-up and takes down tables, chairs, projectors, computers and other equipment as needed for programs.
9. Motivates, evaluates, and recognizes teen volunteers.
10. Creates and maintains registration records for programs and teen volunteers.
11. Offers basic Library information to Library users in accordance with the Library Customer Service Standards.
12. Performs clerical tasks in support of Children's Division operations.
13. Maintains currency regarding Library policies and procedures.

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14. Performs work in accordance with federal, state, City, and Library employment and safety laws, rules and standards.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Standard office procedures and equipment
- Basic math
- Excel, Publisher, MS Word, and other MS office tools
- Age appropriate activities for children and teens
- General philosophy of public libraries
- Good customer service

### **Ability to:**

- Convey the concept and benefits of volunteerism to teens
- Establish professional relationships with and direct teen volunteers
- Establish and maintain effective working relationships with Library staff
- Convey a positive image to citizens and taxpayers
- Recognize safety hazards and report to the appropriate authority
- Understand and follow instructions
- Maintain accuracy in filing materials
- Demonstrate effective time management
- Learn basic library search methods
- Work independently to solve problems, organize work space, and complete tasks in an environment that includes noise, interruptions, and changing priorities

## **EDUCATION AND EXPERIENCE**

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would include the equivalent of high school graduation.

## **PHYSICAL DEMANDS**

While performing the duties of this position, an employee is frequently required to stand for extended periods, sit, bend, reach, and manipulate objects. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and infrequently weighing up to 40 pounds. The ability to read at close distance, distinguish between colors, and perform detailed work is required. Otherwise qualified individuals with a disability and known limitations will be reasonably accommodated to perform the essential functions of this position.

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**Approved By** \_\_\_\_\_ **Date** \_\_\_\_\_  
(Department Director)

**Adopted By** \_\_\_\_\_ **Date** \_\_\_\_\_  
(City Manager)

**Established:** 3/11

**Revised:** 3/15